

# KHLOUD ABDULLAH ALMUQREN

Saudi Arabia – Riyadh

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## Summary

I am a Human Resources Manager most passionate about developing and implementing HR strategies and initiatives aligned with the overall business strategy. My main approach focuses on bridging management and employee relations by addressing demands, grievances, or other issues. I find pleasure in working on.

## EDUCATION

### Human Resources Management - Diploma

Alfaisal International Academy, Riyadh, Kingdom of Saudi Arabia.

2020 – 2022.

GPA 4.81 of 5.

## EXPERIENCE

### COOP Training - Vision Talent

#### Manager Assistant - - Jan 2022 - Mar 2022

- Managing the employee's files and documents.
- Responsible of communicate with ministries and coordinating with them.
- Review assignments with the CEO.

#### Sales assistant - May 2022 - June 2022

- Online order processing.

#### Receptionist - Nov 2021 - Dec 2021

- Booking appointments.
- Closing the center.
- Handing over the custody.

## SKILLS

- Microsoft office.
- Fast learning.
- Communication with clients.
- Positivity and passion for work.

## CERTIFICATES

- FOUNDATIONS OF HUMAN RESOURCE MANAGEMENT.
- INTRODUCTION TO HUMAN RESOURCES TASKS.
- HOW TO MAKE A DECISION.
- DRIVING SKILLS.